

**CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES**

July 14, 2008 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Chairperson Beverly Silva, Commissioners Steve Chan, Fran Palacio and Kim Kristalyn; Tina Murphy, Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

Absent: Commissioner Mohammed Nadeem

Recommendations for Council Action:

- A) **APPROVE the modification of the job specification for Traffic Foreman/Forewoman**
- B) **APPROVE the modification of the job specification for Electric Meter Technician**
- C) **APPROVE the modification of the job specifications for Assistant Planner I, Assistant Planner II, Associate Planner and Senior Planner**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Silva called the meeting to order at 7:00 p.m., and led the group in the Pledge of Allegiance.

**B. MINUTES of May 12, 2008 Civil Service Commission meeting
MOTION by Commissioner Chan, seconded by Commissioner Palacio, to **APPROVE the minutes of the May 12, 2008 Civil Service Commission meeting.****

MOTION carried 3-0, with one abstention by Chairperson Silva, as she was not in attendance at that meeting.

C. CHANGE OF STATUS REPORT for May and June, 2008

D. CURRENT RECRUITMENT ACTIVITY REPORT for May and June, 2008

**E. EXAMINATION REPORTS for May and June, 2008
MOTION by Commissioner Chan, seconded by Commissioner Palacio, to **NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried 4-0.**

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

- A. CONSIDER REQUEST to Extend Employee Probationary Period
MOTION by Commissioner Chan, seconded by Commissioner Palacio, to
APPROVE the extension of the probationary period for Ms. Rashmi
Ramachandra to October 22, 2008, equivalent to the amount of time that
she will be on a Personal Leave of Absence.
MOTION carried 4-0.
- B. CONSIDER REQUEST to Extend Eligible List for Electric and Water
System Operator
MOTION by Commissioner Kristalyn, seconded by Commissioner
Chan, to APPROVE the extension of the eligible list for Electric and
Water System Operator one full year to August 21, 2009.
MOTION carried 4-0.
- C. CONSIDER REQUEST to Extend Eligible List for Maintenance Worker I
MOTION by Commissioner Kristalyn, seconded by Commissioner
Chan, to APPROVE the extension of the eligible list for Maintenance
Worker I by six months to April 1, 2009.
MOTION carried 4-0.
- D. CONSIDER REQUEST to Establish Recruitment Type and Examination
Weighting for Senior Water Utility Engineer
MOTION by Commissioner Palacio, seconded by Commissioner
Kristalyn, to establish the recruitment type for Senior Water Utility
Engineer as Open/Promotional, and the examination weighting as 100%
oral examination.
MOTION carried 4-0.
- E. CONSIDER REQUEST to Modify Job Specification and Examination
Weighting for Traffic Foreman/Forewoman
MOTION by Commissioner Chan, seconded by Commissioner
Kristalyn, to APPROVE the modification of the job specification for
Traffic Foreman/Forewoman, and change of examination weighting
from 50% written and 50% oral to 50% performance and 50% oral
examination.
MOTION carried 4-0.
- F. CONSIDER REQUEST to Modify Job Specification for Electric Meter
Technician
MOTION by Commissioner Palacio, seconded by Commissioner

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Kristalyn, to **APPROVE** the modification of the job specification for **Electric Meter Technician**.
MOTION carried 4-0.

- G.. **CONSIDER REQUEST** to Modify Job Specifications for Assistant Planner I, Assistant Planner II, Associate Planner and Senior Planner, and Modify Examination Weighting for Assistant Planner I and Senior Planner, and Recruitment Type for Assistant Planner II and Associate Planner
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE** the modification of the job specifications for **Assistant Planner I, Assistant Planner II, Associate Planner and Senior Planner**, approve the modification of the examination weighting plan for Assistant Planner I from 100% written examination to 50% written examination and 50% oral examination, for Senior Planner from 50% oral and 50% written examination to 100% oral examination, and approve the modification of the recruitment type for Assistant Planner II and Associate Planner from Closed/Promotional to **Open/Promotional**.
MOTION carried 4-0.

IV. **INFORMATIONAL ITEMS** –

Ms. Murphy addressed the Commission regarding AB 1234, a California law which requires City officials to attend a mandatory ethics training every two years, and which includes the board and commission members for the City of Santa Clara. The ethics training has been scheduled for Thursday, September 18th from 5:30-7:30 p.m. in the City Council Chambers. Ms. Murphy handed out detailed information on the training to the Commissioners.

Ms. Murphy also mentioned that the Election of Officers for 2008-2009 will take place at the September meeting of the Civil Service Commission.

V. **ORAL COMMUNICATIONS** –

Commissioner Chan noted that the Change of Status Report stated that Ms. Murphy has been promoted to Assistant Director of Human Resources from Acting Assistant Director. She was warmly congratulated on her promotion.

VI. **ADJOURNMENT**

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **adjourn the meeting at 7:26 p.m. until the next regular Civil Service Commission meeting at 7:00 p.m. on Monday, September 8, 2008**.
MOTION carried 4-0.